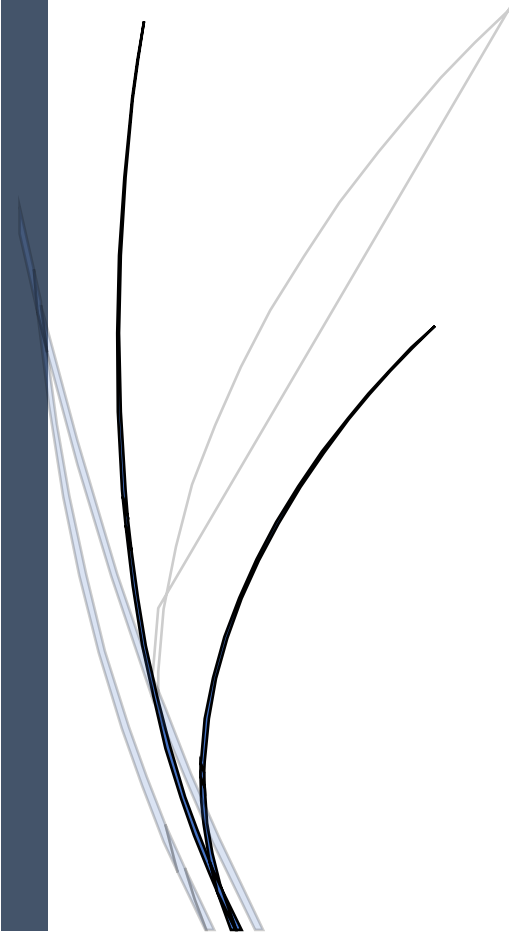


School of Education Primary Partnership
Agreement for School Direct Primary
Initial Teacher Training and Education.

September 2021 – August 2024



The Principles of Partnership

The Partnership Agreement between the Partnership School and the University of

x Ensure that the Trainee is available to attend all university-based taught sessions and

x

School Experience Tutor (University) undertakes to:

- x Work collaboratively with the Head teacher, Class teacher

- x Liaise with the School Experience Tutor on the assessment needs of the Trainee against the assessment grid, targeting areas for development.
- x Observe and monitor the overall performance of the Trainee on a regular basis providing verbal and written feedback on lessons observed, using the university lesson observation forms as necessary.
- x Ensure that regular observations are carried out by the class teachers and support the class teacher, as required.
- x Arrange regular discussion and feedback sessions on a weekly basis to review progress and set targets for further development.
- x Assess and review the Trainee's progress against the curriculum using the Electronic Reflective Portfolio (PebblePad).
- x Support the Trainee to complete any school-based reflections, liaising with other teachers if appropriate.
- x Liaise with the School Experience Tutor during each visit as appropriate.
- x Engage in self-reflection to ensure high standards of mentoring.
- x Ensure that all placement reports are completed in a timely manner.

Class Teacher (School) undertakes to:

Trainee Entitlement whilst on placement:

- x Formal weekly review meeting with the Class Teacher focusing on review and planning (one hour per week).
- x At least one formal written lesson observation per week.
- x Allocated non – contact time in line with Early Career Teacher entitlement.
- x Opportunities to engage in the wider life of the school, including observation of best practice across a range of classes.

Trainee Responsibility

Trainees are expected to behave as teachers, maintaining a professional stance at all times (i.e. to meet the Teachers' Standards (2013) parts 1 and 2. Part 2 refers to the personal and professional conduct expectations (npT2 (n)190.002lcTf-13.99 -1.27 Td002j6 (o)2 1 Tf0.pr)4 (o)2 (f)10f-13.99 -m

- x Advise on overall partnership issues.
- x Approve mechanisms for quality assurance.
- x Review evaluation strategies utilised in the department.
- x Advise on mentor training, partnership documentation and placement structure and capacity.
- x Contribute to innovative models of partnership working and convey the vision and highest aspirations to those working in the partnership.

The Student Staff Liaison Committee (SSLC)

Membership: Course Leader (Chair) representatives from the University, partner schools, former and current Trainees.

The group meets two times per year to monitor the programme and inform programme development.

Role of the committee is to:

- x Advise the Course Leader (University) on matters pertaining to the planning, organisation, resourcing, monitoring, review and development of the programme.
- x Review annually the operation of the programme and both consider and make recommendations for its improvement.
- x Approve programme modifications and developments that do not require revalidation.
- x Consider, from time to time, the need to revise, develop or otherwise substantially alter the programme in the light of prevailing circumstances, and prepare appropriate proposals.
- x Develop the brief for External Examiners.
- x Receive and respond to feedback from Trainees, NQTs and University Tutors and school partners on matters relating to Library and Learning Services and resources.
- x Update Trainees, University Tutors and school partners on matters relating to library, IT and media services.
- x Contribute to the improvement and development plan and the Self-Evaluation Document (SED).

Lead Mentor Groups

The Lead Mentors across all Alliances/Federations meet three times a year to discuss:

- x Trainee progress.
- x School based training programmes.
- x Programme design and development.
- x Recruitment and marketing sitn

and distributed to students through the most appropriate means of communication e.g. Blackboard.

All course representatives are supported by an appointed representative for the Department of Primary Education known as the School Rep.

- x Routine doctor's and dentist's appointments should be booked outside of core university and school hours. Absence for hospital appointments must be negotiated with the University Tutor / School Experience Tutors as applicable.
- x Prospective school visits, prior to applying for a job, must be agreed with the School Mentor and University School Experience Tutor in advance. These should be in non-contact time or after school avoiding absence from teaching or taught sessions.

All aspects of the course are compulsory and full attendance is compulsory. Trainees are expected to actively engage in the programme.

Section 4 – Quality Assurance Procedures

The process of selection / ~~de~~selection of schools

The process will be reviewed by the Partnership Steering Group. If a school is identified as not meeting the DfE Criteria for ITT or the responsibilities outlined in this Partnership Agreement, then the university has the right to de-select the school and withdraw Trainee placements. The Partnership Leader (University) will discuss the situation with the relevant school and offer appropriate support to avoid deselection where possible.

Please note: any Partner School issued with a Notice to Improve or placed on Special Measures should notify the University Partnership Office immediately; placements may need to be suspended for a period. However, the University is committed to placing Trainees on all training routes in all phases in a wide range of contrasting settings. This is essential to their development. While there are of course circumstances in which it is neither in the Trainee's nor the school's interests to establish or continue a placement, such circumstances are judged on a case-by-case basis. The School of Education is committed to maintaining strong partnership activity with colleagues in Partner Schools that are facing challenges. This includes placing Trainees in schools that have been judged by Ofsted to be Inadequate, provided that the quality of the training experience can be assured. The University will conduct a risk assessment on the placement.

Selection of Mentors

All school staff who have not had a Trainee from University of Worcester before must receive new mentor training.

Partner schools are responsible for selecting their mentors. In doing so they agree that they are selecting mentors who:

- x Have QTS status and successful teaching experience.
- x Possess the personal qualities to establish trusting relationships and model high standards of practice to support a Trainee.
- x Are able to support Trainees to develop their teaching practice in order to set high expectations of all pupils to meet their needs.
- x Set high expectations and induct the Trainee to understand their role and responsibilities as a teacher.
- x Continue to develop their own professional knowledge, skills and understanding and invest time in developing a good working relationship within relevant ITT partnership.

Temporary and permanent withdrawals from the programme

The School Direct Alliance is responsible for providing the Trainee with an appropriate placement within the Alliance. Any concerns regarding the progress of a Trainee by the school should be raised initially with the School Experience Tutor (University) at the earliest opportunity and before any formal process is put into action. This procedure should be viewed as a positive step to support and address Trainee issues in a structured manner and to support the Trainee to achieve Qualified Teacher Status (QTS).

It may be that a Trainee's circumstances change in a way that interferes with them completing the course (e.g. pregnancy, or serious illness). In these circumstances Trainees should talk with the University Tutor, the school Lead Mentor / Class Teacher /and the Primary Lead for School-Based Provision. Where appropriate, a decision may be granted that allows a temporary break until circumstances allow a return to and continuation of the course to support the Trainee. This would normally be within one year. Temporary withdrawal is not automatically granted where a Trainee is failing the course. Trainees will be expected to pay course fees on their return. Trainees must arrange to meet with the Course Leader and complete the withdrawal form available on SOLE. No action will be taken until this form has been completed.

Student Complaints

Before any Trainee raises a formal complaint through the relevant complaints procedure, they should be encouraged to informally raise any issues with the Head of Department first. Any complaint received by the University relating in whole or in part to the provision covered by any associated course agreement will be subject to the University's student Complaints Procedures available on the University website:

<http://www.worcester.ac.uk/discover/university-policies.html>

Section 7– Improvement Planning and Self Review

Improvement and development plans are continuously being reviewed and completed in

Financial Annex

1. Trainees are allocated to the University of Worcester as the HEI accredited provider.
2. The University of Worcester will collect all Trainee tuition fees and claim any additional funding from relevant funding bodies.
3. The student fee for the course is £9250. This fee covers University of Worcester tutor support, Academic Quality support and Registry Services support.
4. The University will pay the Lead School based on loyalty and numbers:

Numbers & Loyalty	School Percentage	UW Percentage
Per registered Trainee Those that are allocated less than 10 Trainees or are a new Lead School/Alliance for 20/21	40	60
Per registered Trainee Those that are allocated between 10 – 14 trainees and are an existing School Direct Lead School /Alliance	45	55
Per registered Trainee Those that are allocated 15+ Trainees and are an existing School Direct Lead School /Alliance	50	50

5. In the event of termination of the agreement by the school between the commencement of the course and the placement of the Trainee; the University may, at its absolute discretion, decline to make a payment of fees to the school.
6. The census date is October for the purposes of calculation of Trainees recruited, by which time partner organisations must have transmitted Trainee data to the University.
7. The University will pay the fees to the Lead School split in the following proportions:
 - x Autumn Term - 25% by 31st October
 - x Spring Term - 25% by 28th February
 - x Summer Term - 50% by 31st May
8. Where the Lead School is unable to secure an appropriate placement within their Lead School's Partnership, the Trainee will be pob-4 (()Tj/TBDC 0.00r12 (s)4 21 Tc 0.0.00c -0.InSc)4 (h)-y 3llu

We recognise the importance of protecting the personal data of all individuals and the particular concerns relating to children's data. Trainees will be given training in processing of pupil's data and the requirements of the Partnership School in relation to appropriate storage and processing. Partnership Schools are required to ensure that trainees understand the School's processes in relation to data protection, including the transfer of personal data off site. In addition, Partnership Schools are required to ensure that their Privacy Notices include specific reference to children's personal data being shared with trainees as necessary.

In the event of a data breach, the trainee is instructed to inform the school and the university immediately. In the event of the University suffering a data breach in relation to data relating to trainees the Partnership School will be informed as soon as is practicable after the breach is identified.

Equal Opportunities

The University Policy relating to Diversity and Equality is available on the [University of Worcester Diversity & Equality webpage](#).

University Health and Safety Provision

The University Policy relating to Health and Safety is available on the website at: [Health and Safety Policy Statement](#).

It is the University's responsibility to make Trainees aware of this policy and to ensure that they understand procedures related to their practice – in consideration of their own and others' welfare.

The University will also make Trainees aware of:

- x The agreement between the school and university (partnership);
- x Who to contact at the University should an issue arise relating to Health and Safety.

School Health and Safety Provision

The University of Worcester expects that the necessary legal requirements in relation to health and safety, equal opportunities, disability legislation and other relevant legislation are addressed by the school and its governing body as part of its normal procedures and are

- x Risk assessments are kept under regular review and the results of risk assessment are implemented.
- x There is a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR and other legislation.
- x There are procedures to be followed in the event of serious and imminent danger to people at work in the school's premises.
- x The school will report to the University all recorded accidents involving placement Trainees.
- x The school will report to the University any sickness involving placement Trainees which may be attributable to their work.
- x The school has Safeguarding Policy, which will this be made available to the Trainee and the Trainee will be inducted in child protection issues.
- x The Trainee will be made aware of suitable contact persons within th